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ABSTRACT

This publication highlights business, industry, and union efforts--independent of or collaborative with the public sector--to provide employees with the basic education they need to do their jobs. The 34 employee education programs sketched here are considered to be cost-effective when compared to the cost of recruiting and training replacement workers, and because they treat such corporate problems as absenteeism, low morale, and high turnover. Other benefits that can be derived from the programs include improved communication, greater job satisfaction, reduced machine time due to operator error, and greater on-the-job safety. Each program description in this document provides information on the scope of the program, the sponsor, an address, and a person to contact. The last page of the document is a blank form for other providers of workplace education programs to describe their programs and send them to the authors of this directory for future reference. (KC)

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BUSINESS - INDUSTRY AND UNION

PROVIDERS OF BASIC EDUCATION IN THE WORKPLACE

This publication highlights business, industry and union efforts --independent of or collaborative with the public sector -- to provide employees with the basic education they need to do their jobs.

The employee education programs sketched here are cost effective when compared to the cost of recruiting and training replacement workers -- and because they treat such corporate problems as absenteeism, low morale, and high turnover. Other benefits include improved communication, greater job satisfaction, reduced machine time due to operator error, and greater on-the-job safety.

The AAACE Business and Industry Unit needs to learn of other efforts to provide employees with basic skills training. Please take the time to tell us about your own program or any other such programs you know about. Fill in and mail the form on the last page.

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- **Planters Peanuts Employee Training Program** (Suffolk, Virginia) is a voluntary plant program open to all Planters employees run in cooperation with Suffolk City Public Schools and the local **United Auto Workers** chapter. This year, learners are working at grade levels zero to four and five to eight and in a new pre-GED category. If they wish to, they can go to GED classes sponsored by the Suffolk City Public Schools or other skills training programs. Employees attend classes four hours a week, Monday through Thursday, from 1:00 to 6:00 p.m. Instruction is individualized and a curriculum is designed to meet each employee's need. For more information, contact: Sue Jones, Program Director, Planters Employee Training Program, Planters Peanuts, 200 Johnson Avenue, Suffolk, Virginia 23434; tel. (804) 934-6200.

- **Aetna Institute for Corporate Education Adult Basic Education Program** (Hartford, Connecticut) consists of eight courses -- four ESL levels, two basic education classes, a pre-GED class, and a GED test preparation class. The classes meet three hours a week for fifteen weeks in company classrooms late in the afternoons to serve both first and second shift employees. Half the class time takes place on work time and half on employee time. Hartford Adult School provides all but the highest level of ESL instruction and that is provided by St. Joseph College of West Hartford. Aetna now pays the cost although the Hartford Adult School has provided some funding. For more information, contact: James O. Tatro, Consultant, College and University Relations, Aetna Institute for Corporate Education, 151 Farmington Avenue, Hartford, Connecticut 06156; tel. (203) 727-4305.

- **Forsyth Technical Institute** (Winston-Salem, North Carolina) invites R.J. Reynolds Tobacco Company employees as well as displaced workers from the community to enroll voluntarily in an in-plant adult basic education program. Remedial classes are scheduled for non-readers and for those needing assistance in post-secondary courses. Tutors are available for workers who need individualized instruction. Begun as a pilot to determine the educational needs of workers, the program currently enrolls 153 workers who attend classes on their own time. Classes meet four days a week, accommodating day, evening and midnight shifts. For more information, contact: Velma Jackson, Forsyth Technical Institute, 2100 Silas Creek Parkway, Winston-Salem, North Carolina 27103; tel. (919) 723-5120.

- **The Brown and Williamson Tobacco Corporation Reading Program** (Macon, Georgia) seeks to improve reading skills of hourly employees who volunteer. An outside instructor from the locality provides instruction for three hours every Saturday morning on company premises. For more information, contact: Curtis Heath, Brown and Williamson Tobacco Corporation, P.O. Box 1056, Macon, Georgia 31298; tel. (912) 743-0561.

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- **The Adult Learning Center** (Lawrence, Massachusetts) provides programs in adult education, English-as-a-second-language and GED preparation and testing. Under contract with the **Department of Training and Manpower Development** (DTMD), the center prepares clients to meet the academic criteria for DTMD skills training programs or job slots. For more information, contact: Mary Wesson, Adult Learning Center, 514 Essex Street, Lawrence, Massachusetts 01841; tel. (617) 685-0627.

- **American Federation of State, County and Municipal Employees District Council 37** (New York, New York) negotiated an education fund with New York City as long ago as 1971. Among the programs funded are adult literacy and basic education, GED, and career training. Ten to fifteen member classes are held at Council headquarters with individualized help available if needed. In training centers located usually in public schools and hospitals, some twenty members at all educational levels work in learning labs with two or three teachers. Sessions are held on weekdays, during the evening and on Saturdays to accommodate various shifts and part-time workers. Over 1000 members are currently enrolled in the adult literacy and basic education programs, and more than 500 members have gone through before. For more information, contact: Katherine Schrier, Associate Administrator, District Council 37, American Federation of State, County and Municipal Employees, AFL-CIO, 140 Park Place, New York, New York 10007; tel. (212) 766-1530.

- **The Amalgamated Service and Allied Industries Joint Board** (New York, New York) has had an evening basic education program in place since 1976. The program provides remedial education followed up by a high school equivalency diploma and further training. Two-thirds of those who have taken basic education have also earned a GED. The Joint Board dovetails this program into its ESL course which has much larger memberships. For more information contact: Louis D. Dantiago, Education Director, Joint Board, Amalgamated Service and Allied Industries, Amalgamated Clothing and Textile Workers, AFL-CIO, 99 University Place, New York, New York; tel. (212) 674-1800.

- **Philadelphia Hospital and Health Care-District 1199C Training and Upgrading Fund** (Philadelphia, Pennsylvania) offers a variety of educational benefits to union members and the public. Adult basic education and GED classes serving about 200 students annualiy are offered around the clock usually on a part-time basis but occasionally full-time. A remedial teacher is on staff. Most classes are held in the union hall but some are held on the premises of a cooperating employer. Generally, classes are voluntary and held for five hours a week on employee time. Periodically, a full-time program providing stipends is conducted. For more information, contact: James T. Ryan, Executive Director, Philadelphia Hospital and Health Care-District 1199C Training and Upgrading Fund, 1319 Locust Street, Philadelphia, Pennsylvania, 19107; tel. (215) 735-5555.

- **Vance-Granville Community College** (Henderson, North Carolina) is working with **Harriet-Henderson Yarns, Inc., Adam Millis Hosiery Company** and the **Franklinton Cotton Mill** to provide Adult Basic Education in reading, math, English, spelling, and life skills as well as GED preparation to employees. Harritt-Henderson Yarns employees enroll on a voluntary basis in on-site ABE and and GED open labs which operate Monday through Thursday, 12:30 to 5:30 p.m. The company provides instructional materials and fees for the GED test. Adam Millis Hosiery employees are encouraged to attend Tuesday and Thursday evening classes at Franklinton High School. Franklinton Cotton Mill classes meet two days a week for three hours each. Students reading above the ninth grade level receive instruction in writing, social studies, science, reading, and math. For more information on the three projects, contact: Leo Kelly, Jr., Director of Continuing Education, Vance-Granville Community College, P.O. Box 917, Henderson, North Carolina 27536; tel. (919) 492-2061.

- **American Institute of Banking** (New York, New York) provides evening courses on a tri-semester basis for city clerical bank employees at the Institute's Wall Street campus. Basic competency courses plus an extended list of banking-specific courses extend over fifteen two-and-one-half hour meeting periods. Class size does not exceed twenty. LSL, reading, computer training and business speaking courses are among thirty courses for the target population. Video recorder, video cassette, micro-computer lab, and math assistance are extensively employed. For more information, contact: John L. Murphy, Director, School of Banking, American Institute of Banking, 225 Broadway, New York, New York, 10007; tel. (212) 349-8440.

- **Pratt and Whitney Group of United Technologies** (Hartford, Connecticut) has provided employees with a variety of basic adult education in-house programs offered in cooperation with **Literacy Volunteers of Connecticut** and the **Connecticut Department of Adult Education.** Courses in basic reading, English, mathematics and GED preparation have been offered, although the program is not active at this time. For further information, contact: Barbara Oliva, Administrator, Employee Educational Programs, Pratt and Whitney Aircraft, 400 Main Street, East Hartford, Connecticut 06108; tel. (203) 565-7789.

- **The New Castle Community School Corporation** (New Castle, Indiana) is working with the **Dana** and **Chrysler Corporations** to provide basic skills training to their employees. At Dana, ten workers per session are given released time to participate in twelve- hour "mini-ABE" programs at the plant for assessment and orientation. The workers are then referred to the regular New Castle school learning lab. At Chrysler, 86 workers are currently enrolled in a six week mini-course. For more information on the two projects contact: Mike Allen, Supervisor of Adult Basic Education, New Castle Community School Corporation, 522 Elliot Avenue, New Castle, Indiana 47363; tel. (317) 529-0344.

- **The Seafarers International Union** (SIU) operates the Seafarers Harry Lundeberg School of Seamanship (SHLSS - Piney Point, Maryland) through a trust fund established by SIU-contract American flag shipping companies. The school provides vocational training and upgrading courses at no cost to members of the SIU who sail in the deck, engine and steward departments aboard ships and tugs. In addition to vocational training in shipboard job skills, the school offers an extensive adult basic education course for remedial reading, math and English; English-as-a-Second-Language; a GED preparation course which has had 2,000 successful graduates in the past twelve years; and a developmental studies course for students who want to brush up on their classroom and study skills before entering vocational studies. All courses are voluntary and students are provided room and board at no charge to attend the school when they are not sailing. For more information, contact: Tracy Aumann, Seafarers Harry Lundeberg School of Seamanship, Piney Point, Maryland 20674; tel. (301) 994-0010.

- **A. Sahadi and Company, Inc.** (Upper Montclair, New Jersey) a division of Thomas J. Lipton, Inc., and the **Montclair State College Center for Continuing Education** cooperatively developed and conduct an on-site English-as-a-Second Language program at the Company's Carlstadt manufacturing plant. The ten-week program provides forty hours of instruction to forty employees from two out of the three shifts, and will soon be expanded to accommodate employees from all three shifts. The instruction is customized to focus on Sahadi's personnel and safety policies, manufacturing equipment, and commonly used supervisor instructions. For more information, contact: Frances M. Spinelli, Center for Continuing Education, Montclair State College, Upper Montclair, New Jersey 07043; tel. (201) 893-4353.

- **McGraw-Hill, Inc.** (New York, New York) offers employees private tutoring and remedial training in business education and secretarial science subjects as well as in business English, writing skills, math and effective listening. As a part of its commitment to the greater New York area, McGraw-Hill conducts corporate social responsibility training programs for disadvantaged employees, ex-offenders, ex-addicts and the pysically handicapped. A total of 1,053 students have graduated from these programs since 1968. McGraw-Hill's retention rate of students in these programs is ninty-two percent. For more information, contact: Libert V. P. Diaforli, Manager/Director of Training and Education Activities, Human Resources Division of McGraw-Hill, Inc., 1221 Avenue of the Americas, New York, New York 10020; tel. (212) 512-2000 x 2769.

- In the state of Maryland, **Baltimore Gas and Electric Company, Kent Research and Manufacturing Company, The Marriott Corporation, the Bureau of National Affairs, Singer-Link Simulations Systems, Catalyst Recovery, Martin's Incorporated, Ampat Southern, State Farm Insurance** and **Fredrick Electronics** are providing basic skills training to their employees. Adult basic education classes are held at company sites with costs shared by the companies and ABE programs or on a fee contract basis. For more information, contact: Mr. John P. Creighton, Section Chief, Adult Education, Maryland State Department of Education, 200 West Baltimore Street, Baltimore, Maryland 21201; tel. (301) 659-2595.

- **The Greater Cincinnati Industrial Training Coporation** (Cincinnati, Ohio), a non-profit corporation, administers the experimental national pilot program to develop high-quality videobased instructional material for industry and vocational school training of machining and fabrication workers. This public/private venture combines area machining and fabrication companies, three area Private Industry Councils, three vocational education planning districts, and links adult basic education as a feeder program. A grant from the U.S. Department of Labor is being combined with a General Electric Aircraft Engine Business Group contribution of over $2 million for development of materials, including an interactive video training system. For more information, contact: Robert E. Scarborough, Greater Cincinnati Industrial Training Corporation, 30 E. Central Parkway, Cincinnati, Ohio 45202; tel. (513) 241-0750.

- **North Central Technical Institute** (NCTI - Wausau, Wisconsin) provides math skills training to maintenance/production workers at **Reed Lingnin** (chemicals) and **Wilson Hurd** (printing) and to general employees at **Phillips Plastics, Lionite** and **Narquip. Marathon Rubber** general employees are also getting basic skills courses from Institute trainers. NCTI is also delivering reading and writing courses to **Marathon County/City of Wausau** and the **Fire Department.** For additional information, contact: Mrs. Lois Gilliliand, North Central VTAE District, 1000 Campus Drive, Wausau, Wisconsin 54401; tel. (715) 675-3331.

- **Treasure Isle, Inc.** (Hillsborough County, Florida) is a shrimp company that wanted to show employees some company interest and the willingness to train them for better jobs. The company donated a large double-wide trailer for an ABE center on company grounds, stocked it with reading equipment and typewriters, and opened it to all adults in the community, including company employees. The company pays custodial, utilities and advertising costs. Hillsborough County School System pays instructor's salaries. Materials and supplies are furnished by the ABE grant. Since the program began, 580 diplomas have been issued and 300 learners have moved from zero to eighth grade reading. For more information, contact: Eloise Trent, Supervisor, Adult Basic Education, Hillsborough County Public Schools, 2309 Mitchell Avenue, Tampa, Florida 33602; tel. (813) 272-4377.

- **Prudential Insurance Company of America** (Newark, New Jersey) co-sponsors a twenty-one week clerk-typist training program with the Newark Private Industry Council (PIC). Prudential provides space, office equipment and supplies for forty-five students each year, along with a three-hour training session which includes coaching on how to interview for a job. The PIC retains a teacher and places the graduates into area jobs. Last year eighty-five percent of the graduates were matched with meaningful employment positions. For additional information, contact: Mr. D. C. Mann, Vice President, Human Resources, The Prudential Insurance Company of America, Corporate Office, Prudential Plaza, Newark, New Jersey 07101; tel. (201) 877-6358.

- **Saint Joseph's Medical Center** (South Bend, Indiana) has a tutorial program that addresses the needs of employees who have never obtained the basic reading or writing skills needed in GED preparatory programs. This year ten employees, working on an individual basis, are being tutored in basic reading, writing, and mathematics. For these employees, in their middle years and above, whose schooling was interrupted or lacking, the program is restoring confidence and feeling of self-worth. The program is now beginning to offer its services on an outreach basis to abused children. For more information, contact: Sister Madeliene Sophie, C.S.C., Developmental Reading Specialist and Mathematics Teacher, St. Joseph's Medical Center, 811 East Madison, South Bend, Indiana 46617; tel. (219) 237-7111.

- **Digital Equipment Corporation** (Springfield, Massachusetts) remedial skills program is aimed at developing skills employees need to realize their full potential in the workplace. Tutorial programs are developed after extensive diagnostic testing. Individual academic programs are provided on an as-needed basis in reading, mathematics and language development. The program, developed in conjunction with the Massachusetts Career Development Institute, is designed to improve academic proficiency, build a foundation, and encourage employees to think. For more information contact: John Purnell, Human Resource Training Manager, Digital Equipment Corporation, 1 Federal Street, Springfield, Massachusetts 01105; tel. (413) 788-2111.

- **The Ashland Oil Foundation** (Ashland, Kentucky) has assisted Kentucky Educational Television (KET), the Kentucky Department of Education, the Kentucky Parent Teacher Association, and the Kentucky Department of Libraries, by providing a major grant to launch a "stay in school" campaign for adults earning their GED certificates. Prospective students will be guided into the program best suited to their individual needs, including several courses of study now offered through the Kentucky Department of Education, on-site instruction provided by employers, or the new "GED/Study at Home Program" of KET's GED Series. For more information, contact: Ms. Judy B. Dailey, President of Ashland Oil Foundation, Inc., P.O. Box 391, Ashland, Kentucky 41101; tel. (606) 329-4525.

- **The Detroit (Michigan) Public Schools' Employability Skills System Program** (ESSP), a primary component of the Department of Adult Education, provides each ABE and GED student with free instruction and job development. Students must attend four hours of class four days a week for at least one semester, then take a semester of on-the-job training or a volunteer internship or practicum. On completion of the academic instruction which includes reading comprehension, writing improvement, math and GED instruction as well as resume writing and videotaped-interviewing, students attend a series of vocational seminars sponsored in conjunction with local employers. Students completing the GED exam also meet one hour a week with a university liaison to discuss financial aid and college program options. For additional information, contact: Dr. Robert Bowers, Project Director, 1333 Pine, Detroit, Michigan 48201; tel. (313) 964-4535.

- **LEGG's Products** and **Shaw-Walker** (Florence, South Carolina) installed learning labs for their employees in January of 1981 following a model developed for **Fiber Celanese, Inc.** in 1980. **Bruce Hospital** set one up in 1983 and **Hannaco** in September, 1984. All still operating with an average attendance of fifteen students per class, these learning labs offer the same basic education and GED courses as Poynor, the main adult education learning lab in Florence. The companies furnish a room for the lab, pay student registration fees and allow released time from the job at the discretion of management. The labs meet at the convenience of the students, usually two afternoons a week for two hours. If the company runs two shifts, the lab is scheduled to serve both shifts. Now LEGG's Products has officially adopted the adult education program in Florence School District #1 as of May 1984. For more information, contact: Dorothy Murphree, Adult Education Director, 3091 South Dargan Street, Florence, South Carolina 29501; tel. (803) 665-7673.

- **The Torrington Company** (Laurens County, South Carolina), manufacturers of needle roller bearings for the auto industry, employs over 1100 persons on three shifts. An on-site adult education program began instruction in January 1984, operating all day Tuesdays for eighty employees on all three shifts. By June 1984, twelve very low level basic students had received one-on-one instruction from fourteen trained volunteer tutors. Of fifteen others in basic skills study, eight had attained high school entry status and twenty-six out of forty-eight GED students had passed the high school equivalency tests. Six high school graduates came in for remedial math and reading instruction, and twelve other employees were enrolled in the high school diploma program in the regular Laurens County adult education program. For more information, contact: Mr. Marion Criane, Director of Adult Education, Laurens County, P.O. Box 388, Lauren, South Carolina 29360; tel. (803) 984-3568.

- **Florida Steel Corporation** (Tampa, Florida) permits employees to enroll in an in-plant voluntary program which offers basic skills training for those whose reading level is below the eighth grade and GED review for those without a high school diploma. Employees attend three hours of class twice each week. **The Adult Basic Education Department of Hillsborough County School System** provides teachers, materials and supplies. Space, utilities and advertising is provided by the Florida Steel Corporation. For more information, contact: Don Robbins, Industrial Relations Manager, Florida Steel Corporation, P.O. Box 23328, Tampa, Florida 33623; tel. (813) 621-3511.

- **J. P. Stevens Company** and **Patrick County schools** (Stuart, Virginia) have received a grant to develop an in-plant adult basic education program. Offerings will include basic reading, math, English, spelling, and life-coping skills for Stevens' employees who have less than an eighth grade education. The standard ABE curriculum will be augmented to include the trade terminology and math required for jobs in the plant. Long-range plans include the development of a volunteer program to continue instruction after one-year developmental funding has ended. For more information, contact: Mrs. Jennifer Nowlin, ABE Specialist, Patrick County Schools, P.O. Box 346, Stuart, Virginia 24171; tel. (703) 694-3163.

- **The Consolidated Edison Company of New York, Inc.** (New York, New York) provides extensive training and education opportunities for its employees. Enrollment in on-site, after-hours adult basic education classes is voluntary. The courses include GED, basic English, math, English-as-a-second language and reading lab. For more information, contact: Mr. Philip J. Papola, Manager, Training Services, Consolidated Edison, 43-82 Vernon Boulevard, Long Island City, New York 11101; tel. (212) 830-7229.

- In Georgia, adult education provides teacher and program for GED preparation and review on-site at **Kindall Container Company** (Athens), at the **Athens City Sanitation Department**, at the **Manville Company** (Winder) for employees and their families, at **MARTA** (Atlanta) and for **Emory University** employees. At **Container Corporation of America** (Preston), adult education provides a one-day-a-week class for non-readers and at **Swift Mill** (Columbus) it provides placement testing. At **Goodwill Industries** (Columbus) basic reading and math skills are taught to approximately fifteen mentally and physically handicapped employees in a year-long program. ESL Training is provided on site for Japanese employee engineers at **Yokogawa Electronics Industries** and **TDK Electronics** (Fayette), and a near-by learning center accommodates their families 8:00 a.m. to 9:00 p.m. Mondays through Thursdays. Fall 1984 saw the beginning of adult classes for some 200 **United Auto Workers** at the **General Motors** plant in Clarkston. For more information, Contact: Helen M. Earles, State Coordinator, Adult and Community Education, Georgia Department of Education, 1870 Twin Towers East, Atlanta, Georgia 30334; tel. (404) 656-2634.

- **Onan Corporation** (Minneapolis, Minnesota) developed a thirty-six course retraining program for its 800 manufacturing employees. The program offers both basic education and technical training courses and is held on site after working hours. Instruction is provided to employees through local general education programs, community colleges and vocational technical institutes. Instructors work with Onan technical experts to tailor the courses to the organization's specific workforce with many employees participating in more than one course. For more information, contact: Susan A. Peterson, Manager, Training and Development, Onan Corporation MN20-1023, 1400-73rd Avenue N.E., Minneapolis, Minnesota 55432; tel. (612) 574-5172.

- **The McAuto Project** (Albany, New York), is a customized training program for Data Entry Machine Operators (DEMOS) for the Management Information System of the New York State Department of Social Services. Two divisions of the New York State Department of Labor, nine local CETA programs, two departments of the New York State Education Department and Albany City School District joined together to gain community support for the **Albany Adult Learning Center** design and implementation of the initial request from McAuto System Group, Inc., a subsidiary of the McDonnell Douglas Automation Company. The ten-week, 200-hour training program turned out close to 200 DEMOS who had no prior training or experience with adequate skill, where no available pool existed before, from CETA eligible, unemployed participants from eight up-state New York counties. For more information, contact: John Tracy, Director, Albany Adult Learning Center, 27 Western Avenue, Albany, New York 12203; tel. (518) 462-7292.

- **The McKinney Plant of Fisher Controls International** (McKinney, Texas), has made classes in adult basic education available to its employees. The program is administered with the assistance of the Cooke County Adult Education Co-op. Classes offered are GED preparation, English-as-a-Second Language and basic skills. For more information, contact: Dale Wade, Fisher Controls, P.O. Box 900, McKinney, Texas 75069; tel. (214) 542-5512.

- **Austin Community College** (Austin, Texas) has developed a special project, "Adult Education in the Workplace," on funding from the Texas Education Agency Division of Adult and Community Education. The project suggests a six-step selling process, a needs assessment, and describes instructor duties. Some seventy-five businesses or agencies are participating jointly with ABE, GED and ESL programs this year, enrolling about 900 learners. For more information, contact: Bob Allen, Director, Division of Adult and Community Education, Texas Education Agency, 201 East 11th Street, Austin, Texas 78701; Tel. (512) 834-4266.

BUSINESS, INDUSTRY AND UNION
PROVIDERS OF BASIC EDUCATION IN THE WORKPLACE

AAACE Business and Industry Unit needs to know of other efforts to provide employees with basic skills training. Please take the time to tell us about your program and to put us in contact with any such programs you know about. Fill in and mail this form today.

YOUR PROGRAM

Provider_____
Contact person_____
Address_____
City, State, Zip_____
Telephone_____

CAPSULE SUMMARY OF YOUR PROGRAM

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OTHER PROGRAMS

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Contact person_____
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Provider_____
Contact person_____
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